TechSolve Collaboration Tools Overview

Introduction

Enhance teamwork with TechSolves suite of collaboration tools, tailored for seamless communication and project coordination.

Accessing Collaboration Features

From the TechSolve dashboard, select "Collaboration" in the top menu. This hub includes real-time chat, shared workspaces, and document co-editing. Ensure all team members are added to your project to unlock full functionality.

Real-Time Chat

Initiate chats by clicking "Chat" and selecting a team or individual. Use @mentions to alert specific users, and pin important messages for quick reference. Chat history is searchable by keyword or date, making it easy to revisit discussions.

Shared Workspaces

Create a workspace via "New Workspace" to centralize tasks, files, and notes. Invite team members and assign roles (e.g., editor, viewer). Workspaces support version control, so you can track changes and revert if needed.

Document Co-Editing

Upload files to a workspace and enable co-editing. Multiple users can edit simultaneously, with changes highlighted by user color. Use the comment feature to suggest edits or ask questions without altering the document directly.

Tips for Effective Collaboration

- Set notification preferences to stay updated on workspace activity without overload.
- Use timestamps in chats to clarify deadlines or meeting times.
- Archive inactive workspaces to keep your dashboard organized.

Integration Highlights

Link collaboration tools with email or calendar apps for automated updates. Export chat logs or workspace summaries for external reporting.

Support

Contact support@techsolve.com for setup assistance or feature requests.